

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

**NOTICE TO BIDDERS
SPECIFICATION NO. 06-005**

The City of Lincoln, Nebraska intends to purchase and invites you to submit a sealed bid for:

FEMA Urban Search & Rescue Cold Weather Clothing

MEETING OR EXCEEDING THE CITY OF LINCOLN'S
SPECIFICATIONS ATTACHED

Sealed bids will be received by the City of Lincoln, Nebraska on or before **12:00 noon Wednesday, January 11, 2006** in the office of the Purchasing Agent, Suite 200, K Street Complex, Southwest Wing, 440 South 8th Street, Lincoln, Nebraska 68508. Bids will be publicly opened and read at the K Street Complex.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above.

**PROPOSAL FOR
FEMA Urban Search & Rescue Cold Weather Clothing
SPECIFICATION NO. 06-005**

BID OPENING TIME: 12:00 NOON

DATE: January 11, 2006

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the City the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

ADDENDA RECEIPT: The receipt of addenda to the specifications numbers through are hereby acknowledged. Failure of any bidder to receive any addendum or interpretation of the specifications shall not relieve the bidder from obligations specified in the bid request. all addenda shall become part of the final contract document.

BIDDING SCHEDULE

<u>ITEM</u>	<u>ITEM DESCRIPTION</u>	<u>EST. ANNUAL QUANTITY</u>	<u>UNIT</u>	<u>TOTAL</u>
1.	<u>Gore-Tex Parka-Black #35AT-ER-PKA</u>			
1.1	Medium Regular	3 Each	\$_____	\$_____
1.2	Large Regular	4 Each	\$_____	\$_____
1.3	X-Large Regular	13 Each	\$_____	\$_____
1.4	XX-Large Regular	10 Each	\$_____	\$_____
1.5	XXX-Large Regular	2 Each	\$_____	\$_____
1.6	Large Long	1 Each	\$_____	\$_____
1.7	X-Large Long	3 Each	\$_____	\$_____
1.8	XX-Large Long	1 Each	\$_____	\$_____
1.9	XXX-Large Long	1 Each	\$_____	\$_____
1.10	XXXX-Large Long	2 Each	\$_____	\$_____
2.	<u>Gore-Tex Pant-Black #35AT-ER-PNT</u>			
2.1	Medium Regular	9 Each	\$_____	\$_____
2.2	Large Regular	6 Each	\$_____	\$_____
2.3	X-Large Regular	3 Each	\$_____	\$_____
2.4	Medium-Long	4 Each	\$_____	\$_____
2.5	Large-Long	5 Each	\$_____	\$_____
2.6	X-Large Long	9 Each	\$_____	\$_____
2.7	XX-Large Long	1 Each	\$_____	\$_____
2.8	XXX-Large Long	2 Each	\$_____	\$_____
3.	<u>Fleece Jacket-Black #35AT-ER-JKT</u>			
3.1	Medium Regular	3 Each	\$_____	\$_____
3.2	Large Regular	16 Each	\$_____	\$_____
3.3	X-Large Regular	33 Each	\$_____	\$_____
3.4	XX-Large Regular	10 Each	\$_____	\$_____
3.5	XXX-Large Regular	2 Each	\$_____	\$_____
3.6	Large Long	1 Each	\$_____	\$_____
3.7	X-Large Long	3 Each	\$_____	\$_____
3.8	XX-Large Long	1 Each	\$_____	\$_____
3.9	XXX-Large Long	1 Each	\$_____	\$_____
3.10	XXXX-Large Long	2 Each	\$_____	\$_____

**RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING
MATERIAL.**

**MARK OUTSIDE OF BID ENVELOPE:
SEALED BID FOR SPEC. 06-005**

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the, to enter into a contract if this proposal is accepted.

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE

(Date)

E-Mail Address

ESTIMATED DELIVERY DAYS

Nearest Factory Authorized
Service Center

Bids may be inspected in the Purchasing Division offices during normal business hours, after tabulation by the purchasing agent. If you desire a copy of the bid tabulation to be mailed to you, you must enclose a self-addressed stamped envelope with your bidding documents. Bid tabulations can also be viewed on our website at: <http://www.ci.lincoln.ne.us/city/finance/purch/specindx.htm>

**SPECIFICATIONS
FOR
Annual Supply of FEMA Urban Search & Rescue Cold Weather Clothing**

1. APPLICATION

- 1.1 This clothing will be utilized by the City of Lincoln's Fire Department Urban Search & Rescue Team and shall be designed as an extreme cold weather layering system for use in temperatures ranging from -60 degrees F to 70 degrees F.
- 1.2 Material shall meet or exceed Special Military Grade 3 layer GORE-TEX requirements, MIL-PRF-44187D.
- 1.3 ECWCS(Extended Cold Weather Clothing System) NATO Stock numbers: (NSN)
- 1.3.1 Parka 8415-01-228-1306 through 1322
- 1.3.2 Pants 8415-01-228-1336 through 1352

2. Brand

- 2.1 The clothing furnished under these specifications shall be new and of the latest improved make in current production as offered to First Responders or the Military.
- 2.2 Bidders are cautioned to read the specifications carefully.
- 2.2.1 The specifications may include special requirements not commonly offered by the manufacturer.
- 2.3 Adventure Tech Emergency Response Clothing System to match existing FEMA Clothing.
- 2.3.1 See section 10 in the Instructions to Bidders as to brand names and on bidding alternates.
- 2.3.2 Samples will be required if bidding an alternate as per section 10 of the Instructions to Bidders
- 2.3.3 Price, delivery and ability to match existing garments will all be considered when evaluating these proposals.
- 2.3.3.1 Whichever proposal will best meet the Cities needs as it deems to be the most advantageous will receive the award.

Meet Specs.

<u>Yes</u>	<u>No</u>		
3.		<u>Parka & Pant</u>	
___	___	3.1	Authorized for use in temperatures ranging from -60 degrees F to 70 degrees F.
___	___	3.2	Trousers have Cordura seat and knee patches for abrasion resistance, cargo pockets and belt & suspender loops
___	___	3.3	Parka has stowable hood, two breast pockets, two shoulder pockets, large cargo pockets(with hand warmer pockets behind them), two way full front zipper, velco closures on wrists, under arm ventilation, draw string waste and hem, two concealed document pockets, Cordura reinforced elbows.
___	___	3.4	Parka shall have rank tab at center chest Velcro name patch on right chest, sewn on and seam taped patches on both shoulders and left chest.
___	___	3.4.1	The City of Lincoln urban Search & Rescue Team will supply patches.
___	___	3.5	GORE-TEX fabric must meet and exceed MIL-PRF-44187D requirements.
___	___	3.6	Material Construction- 2.8 oz nylon Taslite/GoreTex film/1.5 oz nylon tricot
___	___	3.6.1	List if other_____
___	___	3.7	Fully seamed
___	___	3.8	Non-wicking barrier applied to cuffs of parka, pants & lower hem of parka
___	___	3.9	Over sized to be worn over insulated layers
___	___	3.10	Color-Black
___	___	3.11	Pants shall have pass through pockets
___	___	3.12	Peripheral vision hood with visor & Draw String
___	___	3.13	Zipper fly, snap top pant with drawstring waist, zipper gusseted leg with adjustable velco cuff
___	___	3.14	Pants must have suspender loops
___	___	3.15	Infrared Reflective fabric
___	___	3.16	Parkas to include Screen Print on back, application of three (3) city provided patches and a velcro name patch
___	___	3.16.1	Screen Print on back is to read: Lincoln Fire & Rescue Nebraska FEMA Urban Search & Rescue
		3.16.2	A City provided Local patch will be sewn on the Left Arm
		3.16.3	A City provided US & Rescue patch will be sewn on the Right Arm
		3.16.4	A City provided American Flag patch will be supplied for attachment on breast of parka

Meet Specs.

Yes No

Company Name _____

4. Fleece Jacket

- ____ ____ 4.1 Mid-weight Polartec 200 Fleece
____ ____ 4.2 Color Black
____ ____ 4.3 Pit zippers
____ ____ 4.4 Chest pocket
____ ____ 4.5 Hand warmer pocket
____ ____ 4.6 Waist Cinch

5. Bibs

- ____ ____ 5.1 Designed to coordinate and wear inside parka & pant in extreme cold or alone as a breathable performance-orientated clothing in drier, less cold conditions
____ ____ 5.2 Velcro adjustable straps
____ ____ 5.3 Rear pocket
____ ____ 5.4 Side zippers

6. Terms

- 6.1 The terms of this contract will be for the supply of the cold Weather Clothing for the Lincoln Fire & Rescue FEMA team for a period of one (1) year annually renewable upon mutual consent.

7. Alternates

- 7.1 If the clothing offered by a bidder under the specifications meets the specifications except for minor factors or reasonably small differences and if it shall be determined by the City that these minor variations in specifications do not prevent the clothing being bid from performing as satisfactorily or from being as good as the clothing fully meeting these specifications, then these minor variations in specifications may be waived by the City, if it deems it to be to its advantage, and the waived variations in specifications will be accepted as fully meeting these specifications.
7.2 It will be the responsibility of each firm bidding to clearly note compliance with and/or exception to any and all specifications shown.
7.2.1 Should no exceptions be listed it will be assumed that the proposed equipment is in full compliance with the City's specifications.

8. Warranty and Delivery

- 8.1. Attach a copy of the warranty details
8.1.1 Warranty Repair Location: _____
8.1.2 Any cost to the city for warranty repairs, shipping, handling, etc., during the warranty period: _____
8.2 Delivery shall be F.O.B. Fire Station #1, 1801 Q Street, Lincoln NE 68508, between the hours of 8:00 a.m. to 4:30 p.m., Monday thru Friday.

9. REFERENCES

- 9.1 Provide three references for governmental agencies that are currently using this proposed clothing.

Firm Name: _____
Address: _____
Contact Name: _____ Title: _____
Phone Number: _____ Fax: _____
Approximate date and number of units: _____

Firm Name: _____
Address: _____
Contact Name: _____ Title: _____
Phone Number: _____ Fax: _____
Approximate date and number of units: _____

Firm Name: _____
Address: _____
Contact Name: _____ Title: _____
Phone Number: _____ Fax: _____
Approximate date and number of units: _____

INSTRUCTIONS TO BIDDERS

CITY OF LINCOLN, NEBRASKA

PURCHASING DIVISION

1. BIDDING PROCEDURE

- 1.1 Bidder shall submit one (1) complete set of the bid documents and all supporting material, unless otherwise stipulated. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Each bid must be legibly printed in ink or typed, include the full name, business address, and telephone number of the bidder; and be signed in ink by the bidder.
- 1.5 A bid by a firm or organization other than a corporation must include the name, address, fax number and email address of each member.
- 1.6 A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.7 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.8 Bids received after the time and date established for receiving bids will be rejected.

2. BIDDER'S SECURITY

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated on the Proposal Form.
- 2.2 If alternates are requested, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
 - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
 - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
 - 2.5.1 A contract has been executed and bonds have been furnished.
 - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
 - 2.5.3 All bids have been rejected.
- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:
 - 2.6.1 If the bidder fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
 - 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

3. BIDDER'S REPRESENTATION

- 3.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 3.2 Each bidder for services further represents that the bidder has examined and is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

4. CLARIFICATION OF SPECIFICATION DOCUMENTS

- 4.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.

- 4.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least four (4) calendar days prior to the date and time for receipt of bids.
- 4.3 Changes made to the specification documents will be made by written addenda to all known prospective bidders.
- 4.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

5. ADDENDA

- 5.1 Addenda are additional documents issued by the City to prospective Bidders prior to the closing date for receipt of bids, which are intended to change or clarify the original plans and/or specifications., i.e. additions, deletions, modifications, or explanations.
- 5.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 5.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 5.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 5.5 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

6. ANTI-LOBBYING PROVISION

- 6.1 During the period between the bid advertisement date and the contract award, bidders, including their agents and representatives, shall not lobby or promote their bid with any member of the City Council or City Staff.

7. BRAND NAMES

- 7.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 7.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 7.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.
- 7.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

8. DEMONSTRATIONS/SAMPLES

- 8.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 8.2 Such demonstration can be at the City delivery location or a surrounding community.
- 8.3 If the bidder is proposing an alternate product, the City may request a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

9. DELIVERY (Non-Construction)

- 9.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise. Time required for delivery is hereby made an essential element of the bid.
- 9.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.
- 9.3 All bids shall be based upon **inside** delivery of the equipment/ merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.

10. WARRANTIES, GUARANTEES AND MAINTENANCE

- 10.1 Copies of the following documents must accompany the bid proposal for all items being bid:
 - 10.1.1 Manufacturer's warranties and/or guarantees.
 - 10.1.2 Bidder's maintenance policies and associated costs.
- 10.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.

11. ACCEPTANCE OF MATERIAL

- 11.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 11.2 Material delivered under this proposal shall remain the property of the bidder until:
 - 11.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and
 - 11.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.
- 11.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 11.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.
- 11.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

12. BID EVALUATION AND AWARD

- 12.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 12.2 No bid shall be modified or withdrawn for a period of ninety (90) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 12.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 12.4 The bid will be awarded to the lowest responsible, responsive bidder whose proposal will be most advantageous to the City, and as the City deems will best serve its requirements.
- 12.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, with or without alternates, by groups, or "lump sum"; to waive minor irregularities in bids; such as shall best serve the requirements and interests of the City.
- 12.6 In order to determine if the Bidder has the experience, qualifications, resources and necessary attributes to provide the quality workmanship, materials and management required by the plans and specifications, the Bidder may be required to complete and submit additional information as deemed necessary by the City. Failure to provide the information requested to make this determination may be grounds for a declaration of non-responsive with respect to the Bidder.
- 12.7 The City reserves the right to reject irregular bids that contain unauthorized additions, conditions, alternate bids, or irregularities that make the Bid Proposal incomplete, indefinite or ambiguous.

13. INDEMNIFICATION

- 13.1 The bidder shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom

and is caused in whole or in part by the Bidder, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Bidder to indemnify or hold harmless the City of Lincoln for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.

- 13.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 13.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

14. TERMS OF PAYMENT

- 14.1 Unless stated otherwise, the City will begin processing payment within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

15. LAWS

- 15.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.
- 15.2 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

16. AFFIRMATIVE ACTION

- 16.1 The City of Lincoln-Lancaster County Purchasing Division provides equal opportunity for all bidders and encourages minority businesses and women's business enterprises to participate in our bidding process.

17. LIVING WAGE

- 17.1 The bidders agree to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage per section 2.81.010 of the Lincoln Municipal Code. This wage is subject to change every July.

18. EXECUTION OF AGREEMENT

- 18.1 Depending on the type of service provided, one of the following three (3) methods will be employed. The method applicable to this contract will be checked below:
 - ☐ a. This Contract shall consist of a **PURCHASE ORDER** and a copy of the suppliers signed bid (or referenced bid number) attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Supplier's Bid. Items not awarded, if any, have been deleted.
 - ☒ b. The contract shall consist of a **YEARLY AGREEMENT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
 - ☐ c. Three (3) copies of the **CONTRACT**, unless otherwise noted.
 - 1. City will furnish three (3) copies of the Contract to the successful Bidder who shall prepare attachments as required. Insurance as evidenced by a Certificate of Insurance, surety bonds properly executed, and Agreement signed with the date of signature shall be attached.
 - 2. The prepared documents shall be delivered to the City within 10days (unless otherwise noted).
 - 3. The City will sign the Contract Agreement, insert the date of signature at the beginning of the Contract Agreement, prepare an Executive Order to go the Mayor for signature.
 - 4. Upon approval and signature from the Mayor, the City will return one copy to the Contractor.

SPECIAL PROVISIONS FOR COMMODITY TERM CONTRACTS

CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION

1. ESTIMATED QUANTITIES

- 1.1 The quantities set forth in the specification document are approximate and represent the estimated requirements of the City for the contract period.
- 1.2 Items listed may or may not be inclusive of City requirements for this category.
- 1.3 Category items not listed, but distributed by bidder are to be referred to as kindred items. Kindred items shall receive the same percentage of discount or pricing structure as items listed in the specification document.
- 1.4 The unit prices and the extended total prices shall be used only as a basis for the evaluation of bids. The actual quantity of materials necessary may be more or less than the estimates listed in the specification document, but the City shall be neither obligated nor limited to any specified amount. The City will, if possible, restrict increases/decreases to 20% of the estimated quantities listed in the specification document.

2. CONTRACT PERIOD

- 2.1 The material shall be delivered as ordered during the contract period, beginning from the date of contract and ending one (1) year from that date, or as otherwise indicated on the proposal form.
- 2.2 The City is interested in a one (1) year contract, with the option to renew for no more than **two** (2) additional one (1) year renewals. Bidder must indicate on the proposal form if extension renewals are an option. By mutual consent of both parties it is understood and agreed that the contract may be renewed only at the same prices and/or under the same conditions governing the original contract; and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract period.

3. BID PRICES

- 3.1 Bidders must state on the proposal form if the bid prices will remain firm for the full contract period; or if the bid prices will be subject to escalation/de-escalation.
- 3.2 **Escalation/De-escalation Clause:** In the event that prevailing market conditions warrant an adjustment in bid prices contained in the contract, the following escalation/de-escalation clause shall be the only clause applicable or acceptable to the City:
 1. Contractor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
 2. Such notice must be accompanied by a certified copy of the supplier's advisory or notification to the contractor of price changes.
 3. No price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice.
 4. The approved price change shall be honored for all orders received by the contractor after the effective date of such price change.
 5. Approved price changes are not applicable to orders already issued and in process at time of price change.
 6. The City reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

7. The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the City.
8. If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.
9. Contractors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Contractor will put the Purchasing Agent on the mailing lists for such publication so that the Purchasing Agent can monitor said changes. Such membership will be at no cost to the City.

4. CONTRACT AWARD NOTIFICATION

- 4.1 The Purchasing Division will issue a Contract Award Notification to all successful bidders. Such contract award notification will incorporate the City's specifications, and may incorporate the bidder's specifications.
- 4.2 No action need be taken by the contractors at time of receipt of such Contract Award Notification.
- 4.3 Orders for materials will be made as needed by the various City Departments.

5. QUARTERLY REPORT

- 5.1 The contractor shall provide to the Purchasing Agent a quarterly report, showing all purchases made under the terms and conditions of the contract.
- 5.2 Such quarterly report shall itemize the following information:
 1. Each ordering department.
 2. Items and quantities purchased by department.
 3. Total dollar amount of purchases by department

6. TERMINATION OF CONTRACT

- 6.1 This contract may be terminated by either party upon thirty (30) days prior notice in writing to the other party. The Owner may terminate this contract immediately, under breach of contract, if the Contractor fails to perform in accordance with the terms and conditions. In the event of any termination of contract by the Contractor, the Owner may purchase such supplies and/or services similar to those so terminated, and for the duration of the contract period the Contractor will be liable for all costs in excess of the established contract pricing.